



Nevada Governor's Office of the  
Western Regional Education Compact  
*Western Interstate Commission for Higher Education (WICHE)*

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*Commissioners*  
Frederick B. Lokken  
Gillian Barclay  
Chester Burton

## **UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – April 11, 2019

### **Director, WICHE**

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

#### **AGENCY MISSION AND DESCRIPTION:**

Nevada WICHE seeks to expand access to higher education for Nevada students and provide the State with trained professionals in high-demand healthcare fields. See <http://nevadawiche.org> for more information.

#### **APPROXIMATE ANNUAL SALARY:**

\$68,000 to \$78,907 (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

#### **BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

#### **POSITION DESCRIPTION:**

This position reports to the Director of the Office of Science, Innovation and Technology.

- Provide staff support to the WICHE Commission in its duties pursuant to NRS 397
- Consult and strategize with the WICHE Commission to maximize the impact of State investments in postsecondary skills development while ensuring investments are strategically aligned to State workforce development priorities
- Oversee and manage programs administration including student recruitment, public awareness, contracts, and ensuring students meet program requirements
- Oversee student lending process
- Analyze and monitor agency budgets and incoming and outgoing revenue, including grant and contract pipeline, to produce accurate forecasts that facilitate agency decision-making
- Interact with students, conduct account payoff calculations and adjustments, and resolve questions and concerns
- Identify agency process inefficiencies and gaps and develop process improvement strategies that will increase productivity
- Strategic planning
- Policy and procedure/internal controls development and implementation
- Serve as liaison to legislative staff
- Supervise 1 staff

**REQUIRED QUALIFICATIONS:**

- Innovative thinker with proven experience improving processes and reducing inefficiencies
- Strong analytical skills
- Demonstrated project management skills and a successful track record of leading or managing multiple projects simultaneously
- Self-learner with a passion for gaining new knowledge
- Working knowledge of Excel required
- Strong collaboration skills with the ability to interface with leaders in other executive branch or postsecondary departments to further the agency mission
- Comfort working in a small office environment where the day-to-day work varies
- Willingness to do what it takes to get the job done
- Ability to learn quickly
- Familiarity with finance/accounting (reconciliations, revenue and expense projections, budget development, financial reporting)
- Familiarity with program management (tracking, analysis, metrics, and reporting)
- Familiarity with contract management
- Detail oriented

**PREFERRED QUALIFICATIONS:**

- Experience managing or administering public programs
- Knowledge of state statutes and regulations
- Knowledge of state financial systems (DAWN, Advantage, NEBS )
- Financial aid or lending background a plus but not required
- Understanding of the Legislative process
- Accounting or bookkeeping experience or understanding
- Basic understanding of State budget process
- Experience working with contracts
- Marketing, public speaking, presenting and other outreach skills helpful
- Knowledge of health care professions and state workforce needs
- Experience supervising staff a plus

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE CLOSING DATE**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Agency HR Services

Attn: Gennie Hudson

email to: [agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/WICHE Director/How you heard about this position

*The State of Nevada is an Equal Opportunity Employer.*